

# **Tennessee's Early Intervention System Central Reimbursement Office Procedures**

## **Before submission for reimbursement:**

1. Vendors must ensure that a service log has been created in the TEIDS database for each date of service being submitted for reimbursement.
2. Vendors must ensure that third party reimbursement has been received, if applicable, and details of the explanation of benefits (EOB) have also been entered into the TEIDS database; payment and any contractual adjustments should be entered in the "Amount" block for that payor source. Contact the data manager in your TEIS district for data entry questions. TEIS should receive the benefit from any contractual adjustments or reimbursement schedule agreements between the service provider and the third party carrier. ***The Central Reimbursement Office reserves the right to adjust any dollar entry it determines to be incorrect.***

## **Submission process:**

1. Vendors should supply a legible copy of the explanation of benefits, front and back of all pages for each date of service. In lieu of an EOB, a letter of denial/non-coverage from the insurance company, referencing specific dates of services, will be accepted. **This is a change for FY 2009.**
2. Vendors should highlight the name(s) of the child(ren) and the dates of service for which reimbursement is being sought. Providers should feel comfortable in "blacking out" the names of non-TEIS children appearing on the EOB's; however, the EOB should be submitted in its entirety and not appear to be a "cut and paste" version.
3. When TEIS is the sole payer source, only the child(ren) name(s) is required on the "Billing Memorandum". The dates of services are not required to be entered by the vendor; however, if the vendor chooses to stipulate dates of services, only those particular dates will be reimbursed. If no dates of services are listed, the CRO will reimburse for any open dates through the last full month completed. **This is a change for FY 2009.**
4. Only Interpretation Services occurring prior to the initial IFSP should be billed on the Interpreting Services Invoices. Services occurring after the initial IFSP should be billed on a Billing Memorandum.
5. Vendors should attach a "Billing Memorandum" (sample copy attached) to the EOB's being submitted and mail to:

**Tennessee Department of Education  
Office of Early Childhood  
Andrew Johnson Tower, 7<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0380  
ATTN: Central**

6. The "Billing Memorandum" is NOT an invoice; therefore, dollar amounts due to the vendor do not appear on this document. It is simply a cover sheet summarizing the child(ren) and dates of services appearing on the attached EOB's.
7. It is not necessary to submit a separate "Billing Memorandum" for each child. Submissions may occur at whatever interval the vendor chooses, monthly, weekly, daily. Payments may occur up to 60 days after the submission of the "Billing Memorandum" along with the required EOB's.
8. It is not necessary to submit District-specific "Billing Memorandum".

9. The Central Reimbursement Office staff will verify the entries into TEIDS, review the EOB's and prepare an invoice for reimbursement to forward for payment. An e-mail notification at the completion of this process will be sent to the vendor. PLEASE NOTE: The e-mail notification will be sent to the e-mail address appearing on the "Billing Memorandum".

## BILLING MEMORANDUM

From: Vendor's Name  
Address  
City, State Zip

Date of submission

Preparer's Name  
Preparer's Telephone Number  
Preparer's e-mail address

To: Tennessee Department of Education  
Office of Early Childhood  
Andrew Johnson Tower, 7<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0380  
ATTN: Central Billing Office

Child's Name	Type of Service	Dates of Service	Private Insurance/TEIS Sole Payor

<b>Child's Name</b>	<b>Type of Service</b>	<b>Dates of Service</b>	<b>Private Insurance/TEIS Sole Payor</b>

Revised 6/6/08